

Recording Fees

County Recorders Annual Conference
April 2017

Recording Fees

- Legal Authority for Recording Fees
- Handling Various Types of Payments Received
- Making Deposits
- Reconciliations
- Timely Remittance of Collections

Authority for Recording Fees

- IC 36-2-7-10 - Various Fees
- IC 36-2-7-10.1 - Bulk Copies
- IC 36-2-7-10.7 - Housing Trust (*Marion County only*)
- IC 36-2-7.5-6 - Identification Security Protection Fee
- IC 5-14-3-8 - Enhanced Access Fee
- Recorder's Fee Schedule – SBOA website - www.in.gov/sboa

Types of Payments Received

- IC 36-1-8-11(c)
 - Cash
 - Checks
 - Bank Drafts
 - Money Orders
 - Bank (Debit) Cards and Credit Cards
 - Electronic Funds Transfers (EFT)
 - Other financial instruments as approved by the county council
- Fees Charged for Payment Transactions
 - IC 36-1-8-11(d)
 - Allowed to collect a fee equal to the amount charged to the County for the payment transaction

Payments (Continued)

- Accounts Receivable and Escrow Accounts
 - Accounts receivable not allowed – Statute states “shall” collect
 - Escrow accounts allowed – payment received in advance
- Overpayments
 - IC 36-2-11-6
 - May retain administrative fee up to \$3
 - Excess amount over \$3 shall be refunded

Making Deposits

- IC 5-13-6-1
- Daily Deposits Required for amounts over \$500
- Designated Depository
- Board of Finance and County Investment Policy.

Reconciliations

- IC 5-13-6-1(e)
 - Perform monthly reconciliations
 - Reconcile bank statements to records

Remittance of Collections

- County General
- Recorder's Record Perpetuation
- Surveyor's Corner Perpetuation
- Mortgage Recording Fees–State Share
- Local Affordable Housing
- State Affordable Housing and Community Development
- Identification Security Protection
- County Elected Official Training
- Enhanced Access